

Academic Council Meeting

2022-23/06/22

On 23/06/22, the Academic Council meeting of our college is being held under chairmanship of the Principal. The following points are discussed and resolved accordingly.

At first for the session 2022-23 the Academic Council calendar is tentatively made co-ordination of University guidance and department of Higher Education common minimum standard (CME) guidelines.

Secondly it was resolved with a decision that with all the department must organise two seminars of a session on PPT mode and take their class on PPT mode (weekly one) for all semester.

Thirdly All the department teaching faculties are instructed to prepare their plan and progress register accordingly their syllabus and to be signed by department HOD's with principal.

Bibhu Ranjan Borswal
Academic Director

Signature of HODs:

1. Lipika Behera (H.O.D in History)
2. ~~Dr. Chandra Prasad Acharya~~ (HOD in Education)
3. Nilabha Ranjan Borswal (H.O.D. in admin)
4. Mamata Mohanty (H.O.D. in Eng)
5. Laxmikanta Gini (H.O.D. in Commerce)
6. Girish Chandra Pradhan (HOD in Chem)
7. Amanendra Parthasarathy (HOD. Math)
8. Gyananandan Mishra (HOD. phy)
9. Niharana Sathupathy (HOD in Zool)
10. Lambodar Borswal (HOD POL SCI)
11. Manohar Mohapatra (HOD in Philosophy)
12. Sujala Pradhan (HOD Botany)

On 21/05/2022, the Academic Council meeting of our college is being held under chairmanship of the Principal. The following points are discussed & resolved accordingly.

At first for the session 2021-22 the Academic Council is resolved made with co-ordination of university, guidance and department of higher education, common minimum standard (CMS) guidelines.

Secondly, it was resolved with a decision that with in the department must organize two seminars of a session and take their class on PPT mode (zoom and) class for an semester.

Thirdly, all the department teaching faculties are instructed to prepare their plan and program, written accordingly to the quality and to be signed by department head and Principal.

Dr. Pappu Das
Academic Officer

Signature of HODs

1. Lata Bala (H.O.D in Biology)
2. Shikha Singh (H.O.D in Chemistry)
3. Anshu Singh (H.O.D in Physics)
4. Manish Mishra (H.O.D in English)
5. Anand Kumar Mishra (H.O.D in History)
6. Anand Kumar Mishra (H.O.D in Mathematics)
7. Anand Kumar Mishra (H.O.D in Computer)
8. Anand Kumar Mishra (H.O.D in Sanskrit)
9. Anand Kumar Mishra (H.O.D in Hindi)
10. Anand Kumar Mishra (H.O.D in Urdu)
11. Anand Kumar Mishra (H.O.D in Persian)
12. Anand Kumar Mishra (H.O.D in Arabic)

Academic Council Meeting

On 11/12/2023 the Academic Council meeting of our college is being held under chairmanship of the principal. The meeting points are discussed & resolved accordingly. At first for the session 2023-24 the Academic calendar is tentatively made with co-ordination of University Director and Department of Higher Education, Dindur. Secondly on the department teaching facilities are instructed to take classes on online mode via Google meet or zoom platform and send screen shots of class to Academic Director.

Diby Rajan Singh
Academic Director

Syllabus of Unit

1. Lajpat, Behan, Lala Lajpat Rai
2. Bankim Chandra Chattopadhyay
3. Mahatma Gandhi (1869-1948)
4. Mahatma Gandhi (1869-1948)
5. Ambedkar, B.R. Ambedkar (1889-1957)
6. Jinnah, Mahatma (1875-1948)
7. Jinnah, Mahatma (1875-1948)
8. Sardar Vallabhbhai Patel (1875-1950)
9. Sardar Vallabhbhai Patel (1875-1950)
10. Sardar Vallabhbhai Patel (1875-1950)
11. Sardar Vallabhbhai Patel (1875-1950)
12. Sardar Vallabhbhai Patel (1875-1950)

Academic Council Meeting

Time: 2:00 PM

On 21/06/19, the Academic Council meeting of our college is being held under chairmanship of the Principal. The following points are discussed & resolved accordingly.

At first for the session on 20/20 the Academic Calendar is tentatively made with co-operation of University guidance and attainment of Higher Education common minimum standard (H.E.C.S) guidelines. Secondly, in the department Teaching faculties are instructed to prepare their plan and progress register accordingly their syllabus and to be signed by department head with principal.

Dilip Rajendra Prasad
Academic Officer

Signature of Head

1. Lipika Bahari (H.O. in Library)
2. Durga Prasad Bahari (H.O. in Laboratory)
3. Subodh Prasad Bahari (H.O. in Lab)
4. Manish Bahari (H.O. in Lab)
5. Gauri Chandra Prasad (H.O. in Lab)
6. N. K. Bahari, G. K. Prasad (H.O. in Lab)
7. Lakshmi Prasad (H.O. in Lab)
8. Pratik Prasad (H.O. in Lab)
9. Pratik Prasad (H.O. in Lab)
10. Manish Bahari (H.O. in Lab)
11. Subodh Prasad (H.O. in Lab)

Academic Council Meeting

2024-2025

On 14/11/24 the Academic Council meeting at
Dun Laogha is being held under chairmanship of
the Principal. The following points are discussed
& resolved accordingly:

1. That for the session 2024-25 the Academic
Council is constituted, more with co-ordinators
of various subjects, subject and department of
Higher Education Common Minimum Studies
(CMS) Qualification.

2. That all the department teaching facilities
are instructed to facilitate staff, Dean and
Department visitors accordingly. Their studies
are to be signed by department head with
Principal.

By Mrs. Rangan Bala
Academic Bureau

Attendance at 14/11/24


- 1. Ms. Linda Adams (Head of Information)
- 2. Ms. Mary
- 3. Ms. Laura (Head of History)
- 4. Ms. Mary (Head of P.D. Studies)
- 5. Ms. Gini (Head of Common)
- 6. Ms. Mary (Head of CMS)
- 7. Ms. Mary (Head of CMS)
- 8. Ms. Mary (Head of CMS)
- 9. Ms. Mary (Head of CMS)
- 10. Ms. Mary (Head of CMS)

Today a meeting of Staff members of Kaptipada Degree College Nuasahi was held under the chairmanship of principal Dr. Dipika Bahena for the financial provision for the session 2020-21.

Principal Dr. Bahena discussed about the financial budget. She discussed about the Short fall budget of last year that is 2019-20. In this meeting all the members agreed to increase 500/- (Five hundred) rupees in Admission Fee, 300/- (Three hundred) rupees in Re-Admission Fee to meet the Short fall amount the last budget.

All the members are unanimously agreed and accepted the proposals discussed in the meeting.

The meeting was ended with vote of thanks to the principal.


Principal
Kaptipada Degree College
Nuasahi Mayurbhanj

- | | |
|--------------------------|------------------------|
| 1- Lambodar Barik | 09 - Ratikanta Mahanty |
| 2- Nibhar Ranjan Barik | 10 - Bhanumati Prusty |
| 3- Manohara Mahapatra | |
| 4- Sashinther Jena | |
| 5- Manata Mahanty | |
| 6- Santapurna Acharya | |
| 7- Gagan Chandra Acharya | |
| 8- Omkar Kumar Parida | |

The meeting was ended with
vote of thanks to the principal.

Ramesh
Principal
Koppada Degree College
Narasaraopeta

Signatures of the members

Santa Pragna Acharya

Manota Mahanty

Sanjay Kesari Senapati

Mancham Malapatra

Ratikanta Mahanty

Babha Rajya Kumar

Neharika Ranjan Das

Saralindha Jena

Sachintra Mahapatra

Guna Ch. Prakash

Mitharan Dasgupta

Sudhansu Das

Shanmukhi Rout

Balabandita Rout

Srethansu Sekhar Halder

NOTICE NO. 1

Date - 22.10.19

A meeting was held in the principal chamber of the purchasing committee at 4pm on 23.10.19. All the members of the purchasing committee were accompanied with accounts manager were present in that meeting. The following decisions were taken with the agreement of all the members. After the adoption of common syllabus, it is advantage of library books. So all the members are unanimously agreed at this point.

1. Purchasing of library books.
2. Purchasing of different official equipments like, paper, aquaguard etc.

Silene
Principal
Kaptipada Degree College
Nusahi Mayurbhanj

1. Nishare Ranjan Dash.
2. Lambakar Borik.
3. Sashidhar Jena.
4. Pabhi Ranjan Prasad.
5. Ratikanta Mahanty.
6. Santu Prasad Acharya.

Resolutions - 01

3rd - 22-11-21

Today a meeting of purchasing committee was held in the principal's chamber at 12 pm under the president's chair of principal Dr Lipika Behena. All the members of the purchasing committee were present in the meeting and agreed to buy some necessary equipments for the office use. In the meeting it was decided to handover the charges for buying these equipments to Sri Bibhu Ranjan Biswal Academic Bureau and Sri Sashidhar Tena Asst. Librarian. The meeting was ended with a vote of thanks by the principal.

1-


Principal
Keptapada Degree College
Nusahi Mayurbhanj

- 1- ~~Dr Lambodar Baisi~~
- 2- ~~Chandra Kumar Acharya~~
- 3- ~~Prof. Ratikanta Mahanty~~
- 4- ~~Sri Sashidhar Tena~~
- 5- ~~Manab Mohanty~~
- 6-

NOTICE 110-09

Dt - 9-1-20

There will be a purchasing meeting in the principal chamber at 12 PM to day. So all the members of the purchasing committee will be present for the same.

members

- 1- N. P. Bashi - ✓
- 2- L. Barak - ✓
- 3- S. S. Acharya - ✓
- 4- B. P. Biswal - ✓
- 5- R. Mahanta - ✓
- 6- S. D. Jena - ✓

At home
Principal
Kapilpada Degree College
Nuzvid, Marutbanani

Principal
Kapilpada Degree College
Nuzvid, Marutbanani

11/11/15 110-09

DT - 9.1.20

There will be a purchasing meeting in the principal chamber at 12 noon to day. So all the members of the purchasing committee will be present for the same.

members

- 1- N. R. Dash
- 2- L. Barak - ~~W~~
- 3- S. S. Acharya - ~~S~~
- 4- B. P. Biswal - ~~W~~
- 5- R. Mahanta - ~~S~~
- 6- S. D. Jena - ~~S~~

K. K. K.
Principal
Kapiljyoti Degree College
Nimachhi Mayurbhanj

Principal
Kapiljyoti Degree College
Nimachhi Mayurbhanj

10/11/20 10-09

DT - 9-1-20

There will be a purchase meeting in the principal chamber at 12 pm to day. So all the members of the purchasing committee will be present for the same.

members

- 1- N. P. Dash - ✓
- 2- L. Barak - ✓
- 3- S. S. Acharya - ✓
- 4- B. P. Biswal - ✓
- 5- R. Mahanta - ✓
- 6- S. D. Jena - ✓

Signature
Principal
Kapilada Degree College
Nimachal Mayurbhanj

Principal
Kapilada Degree College
Nimachal Mayurbhanj

Resolution: - 02

Date - 22.8.22

Today on dated 22.8.22 a purchase committee meeting held in chamber of principal under president ship of principal Dr. Lipika Behara

The following proposals were accepted unanimously

1. Principal Dr. Behara said that the office has faced many troubles due to lack of a Xerox machine she proposed Xerox copier machine will be purchased by the purchase committee. It is accepted by all members. The meeting was ended with a vote of thanks by the principal.

Behara
22.8.22

Principal
Kapatada Degree College
Mansahi Mayurbhanj

1 - ~~Dr. Lankadeh Barua~~

2 - ~~Bandu Sinda Acharya~~

3 - ~~Sarwanjan Sen~~

4 - ~~Dr. Ratikanta Mahapatra~~

5 -

Resolution: 02

D-08-27-23

Today on dated 08-27-23 a purchase committee meeting held on chamber of principal under presidency of principal Dr. Lipika Behara. The following proposals were accepted unanimously.

1. The Education HOD Dr. Santalinda Acharya gave a proposal to purchase Electrification the new rooms in 1st block. For the ~~electrification~~ ^{will be} electrification the materials for that purpose, purchased by the purchase committee.

It was accepted by all the members and meeting ended with a vote of thanks to the president.

Behara
ET 7/23
Principal
Kendriya Vidyalaya College
Narasaraopeta, West Godavari District
Andhra Pradesh

1. ~~John~~ Sambadar Basir
2. Santalinda Acharya
3. ~~Dr.~~ Ratikanta Mahanty
4. Mamata Mahanty
5. ~~S~~ 8/23

Resolution - 03

D- 5.1.23.

Today on dated 05.01.23 a purchase committee meeting held in chamber of principal under president ship of principal Dr. Lipika Behere. The following proposals were accepted unanimously.

1-

The political science HOD Mr. Lambodar Barik gave a proposal to purchase 40 no. of Bench, under desk and two no. of open seats and a magazine stand for our college. It was accepted by all members and ~~decided~~ decided to buy the above materials by the purchase committee.

The meeting ended with a vote of thanks to be president.

Behere
BT/155
Principal

Principal
K. A. B. College
Nasah, Maharashtra

- 1- Mr Lambodar Barik
- 2- Ms. Smita Sindh Aharwar
- 3- Ms. Manoj Mohanty
- 4- Mr. Smita
- 5- Ms. Ratikanta Mahanty

NOTICE-NO - 1

Date - 13-11-19

It is hereby notified to all members of Construction committee that a meeting will be held on 14.11.2019 at 1 P.M. in the chamber of principal. So you are requested to attend the meeting on above said ~~at~~ schedule.

Principal 13/11/19

Members

- 1 - Laxmidas Bhatik. Laxmidas Bhatik 13/11/19
- 2 - Nisha Ranjan Bhat. Nisha Ranjan Bhat 13/11/19
- 3 - Santa Sundar Acharya. Santa Sundar Acharya 13/11/19
- 4 - Mamata Mohanty. Mamata Mohanty 13/11/19
- 5 - G.C. Anurha. G.C. Anurha 13/11/19

NOTICE-NU-02

Date - 14-11-19

The construction committee was held in the principal's chamber at 2 PM with the committee members. The committee decided to finish the rest of the construction work. And the work will be done by Ranjay Kumar Senapati lecturer in history and Gayana Chandra Arudha Elank jointly. This proposal was approved by the ^{committee} members present in the meeting.

Members

- 1 - Lambodare Basak - ~~lect~~
- 2 - Ranjay Kumar Senapati - ~~lect~~
- 3 - Bisnu Ranjan Biswal -
- 4 - Sanjay Kumar Senapati
- 5 - Mamata Mohanty

Lipika Acharya

14/11/19

Principal

Kapilpada Degree College
Nusahi Magurbhag

Notice

Date - 13.09.21

It is informed to the construction committee members to be present in the construction meeting on ~~Tuesday~~ ^{wednesday} dated 15.9.21 at 3pm in the Principal's chamber.

1 - Members

- 2 - Santa Sunder Acharya *SA*
- 3 - Sanjay Kumar Benapuri *SKB*
- 4 - Mamata Mahanty
- 5 - Bibhu Ranjan Biswal *BRB*
- 6 - Manoranjan Das
- 7 - G.C. Aukha
- 8 - Gachidhar Jena *GJ*
- 9 - Lambodar Barik *LB*

Shena

13.9.21
Principal
Kapurthala Degree College
Viasahi Viharipuram

Principal
Kapurthala Degree College
Viasahi Viharipuram

Resolution-03

A meeting was held on principal chamber for the financial provision for the financial provision of the session 2023-24. Principal asked the financial officer to discuss the financial income and expenditure of the last year to the financial officer. Dr. Archaaya discussed salary of the staff expenditure of the national seminar and other activities of the college. Principal also discussed about the increase seats from 198 to 255 only in Arts and 64 seats in science and in commerce. She also informed to the staff as we had already faced the PDE inspection on date 8-5-23 for increasing seats in arts. Hence principal and other staff present in the meeting decided not to increase admission and re-admission for the session 2023-24. So the meeting was ended with vote of thanks.

Dehanshika

Principal

Kupitigada Degree College

Principal,
Kupitigada Degree College
Narasahi Manjunath

- 1- Mamata Mahanty
- 2- Nishith Ranjan Dash
- 3- Laxmi K. Sarapani
- 4- Geeta Sunder Acharya
- 5- Bablu Kumar Prasad
- 6- Ratikanta Mahapatra
- 7- Achyuta Nanda Sahu
- 8- Chittaranjan Mandal
- 9- Phanimati Rout
- 10- Geeta Ch. Acharya
- 11- Laxmi Mahapatra
- 12- Sushanta Mahapatra
- 13- Manojana Mahapatra
- 14.

NOTICE NO. - 03

Date 29/03/23

It is informed to the construction committee members of this college to be present at 2 pm today i.e. 29/3/23 for construction ^{meeting} ~~of~~ ~~at~~ ~~Principal's~~ chamber.

Members -

- 1 - Dr. Sanku Sankar Acharya
- 2 - Sanjay K. Senapati
- 3 - Mamata Mahanty
- 4 - Bibhuti Ranjan Biswal
- 5 - Manoranjan Das
- 6 - G. C. Attukha
- 7 - Sashidhar Jena
- 8 - Lambodar Barik

Principals
29/3/23
Kaptada Degree College
Nuasahi Mayurbhanj

Dr. Sanku
29/3/23

Dr. Sanku
29/3/23

Dr. Sanku
29/3/23

Resolution - 2

Date - 27/07/2022

A meeting was held in the Principal's chamber under the presidency of Dr. Lipika Bhatia with the members of Construction Committee about the construction of new building of library under the head of infrastructural development assistance from the Govt of Odisha Higher Education department. In the meeting Principal discussed the guidelines of the infrastructural development assistance scheme. To this, all the committee members agreed to hand over the present 15 lakh work order to Kapilpada Block. And the college construction committee members Smt S. K. Senapati, Smt Gachutan Jena and Smt Maroranjan Das will cooperate with the block Assistant Engineer & Junior Engineer during the work of the said project.

Dr. Lipika Bhatia
27/07/22

Principal
Kapilpada Degree College
Nuasahi Mayurbhanj

- 1- Smta Smita Arora
- 2- Bibhu Ranjan Prasad
- 3- Smta Sushilika Jena
- 4- Smta S. K. Senapati
- 5- Gouri Chait Arora
- 6- Ratikanta Mahanty
- 7- Bibhu Ranjan Prasad
- 8- Smta Sushilika Jena
- 9- Smta Mahanty
- 10- Lambada Prasad

Non-Teaching

SL. NO.	CHARGES	NAME & DESIGNATION	REMARKS
1.	Finance	Ratikanta Mohanty, A. Mohanty, S. Mohakud, M.R. Mohanty	Br
2.	Establishment	Ratikanta Mohanty, A. Mohanty, S. Mohakud, B.B Rout, C.R Mandal	Br
3.	Admission/ SAMS work/Scholarship/Examination	G.C. Arukha, B.B Rout, S.S.Hati	Shakti
4.	Attendance, Lesson plan, Lesson Diary	A. Mohanty, S. Mohakud, S. Pradhan	Shakti, U. Mallick
5.	Class room open closed, NSS, Staff common room	S. Hati, U.K. Mallick	Shakti
6.	Class room seat arrangement	M.R. Mahanty, C.R. Mandal	Shakti
7.	Sound, Electry supply, cultural DSA	G.C. Arukha, B.B Rout, M.R. Mahanty	Shakti
8.	Class room , college compound fencing class room seat arrangement	N. Hati	
9.	Girls common room , DSA, Cultural	Jasada Bindhani	
10.	Night Watchmen	A. Sahu	
11.	Library	U. Mallick	Upendra Mallick


 Principal
 Kapipada Degree College
 Nuasahi

Mr. Behera is given
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Mr

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110/22
r, Clerks &

22.	Scholarship	Smitashree Singh	S. Singh
23.	NAAC Monitoring	M. Mahanty, N.R. Bash, A. pattanayak, S.S. Singh, N. Behera, Rakesh Kumar Pradhan	S. Singh. Okh
24.	YRC, Magazine	Chandra Mohan Parida, M. Mahanty	Chandra
25.	Cultural	Bibhu Ranjan Biswal, Ranjita Biswal	Bibhu
26.	Mo College Abhijan	Sanjay ku. Senapati, R. Biswal, S.D. Jena	Sanjay
27.	Campus Discipline	Namita Behera, Ranjita Biswal, Nilhar Ranjan Bash, Santa Sundar Acharya	Namita
28.	Anti-Ragging Cell	L. Barik, R. Biswal, M. Mahanty, S.S. Acharya, B.R. Biswal, R.K. Mahanty, M. Mohapatra, S.D. Jena, G.C. Arukha	L. Barik
29.	Meeting Arrangements & Store Keeper Sanitary Equipments	S.D. Jena, G.C. Arukha, S. Mohakud, S. hati	S. D. Jena
30.	Scouts & Guide	Sanjay Kumar Senapati	Sanjay
31.	HRMS	Dr. Mamata Mahanty	Dr. Mamata

Principal
Kapildada Degree College, Nuasahi

21/10/22

Signature

OFFICE OF THE PRINCIPAL

KAPTIPADA DEGREE COLLEGE, NUASAHAI

Office Order No.

217/22

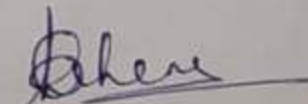
Date: 21/10/22

It is for general information of all concerned that the different charges against Lecturer, Clerks & others. This order will be effective from - 30.09.22.

SL. NO.	CHARGES	NAME & DESIGNATION	REMARKS
1.	Finance, Account Bursar	Santa Sundar Acharya, Ratikanta Mahanty, Anita Mohanty	
2.	Administrative Bursar,	Dr. Mamata Mahanty	
3.	Establishment	Lambodar Barik, N.Satapathy, S.D. Jena	
4.	Academic Bursar	Bibhu Ranjan Biswal, M. Mahanty	
5.	Examination	Sanjay ku. Senapati, Mamata Mahanty, Goura ch. Arukha	
6.	NAAC	Santa Sundar Acharya, Smitashree Singh	
7.	IQAC	Nibarana Satapathy,	
8.	Admission In charge	Nibarana Satapathy, C.M. Parida	
9.	NSS-Male	Lambodar Barik	
10.	NSS-Female	Manchana Mohapatra	
11.	Game, DSA	Manchana Mohapatra, Bhanumati Rout, Rakesh Ku. Pradhan, Manoranjan Das, R. Biswal	
12.	Self Defense	Namita Behera	
13.	Women's Grievance Cell	Bhanumati Rout, Sushree sangita Mohakud, Smitashree Singh	
14.	U.G.C/RTI/EPF	Nihar Ranjan Bash	
15.	SAMS In charge	Bibhu Ranjan Biswal	
16.	Laboratory & Computer	Rakesh Kumar Pradhan, Gyana ranjan Mishra	
17.	Purchasing Committee	Lambodar Barik, Nihar Ranjan Bash, Santa Sundar Acharya, Bibhu Ranjan Biswal, Sashidhar Jena	
18.	Construction Committee	Lambodar Barik, Santa Sundar Acharya, Sanjay ku. Senapati, Mamata Mahanty, G.C. Arukha, Bibhu Ranjan Biswal, Manoranjan Das	
19.	Hostel In charge(Boys)	L. Barik (Supdt.), B.R. Biswal(Deputy. Supdt.)	
20.	Hostel In charge(Girls)	Ranjita Biswal (Supdt.), B.M Rout(Deputy. Supdt.)	
21.	AISHE Work	Amarendra Pattanayak	

22.	Scholarship
23.	NAAC Monitor
24.	YRC, Magazin Cultural
26.	Mo College Abh
27.	Campus Discipl
28.	Anti-Ragging C
29.	Meeting Arrangem Store Keeper Sar Equipments
30.	Scouts & Guide
31.	HRMS

23.	Scholarship	Smitashree Singh	Smitashree Singh
24.	NAAC Monitoring	Bibhu Ranjan Biswal, Gopal Chandra Pradhan, Rakesh Kumar Pradhan, Nihar Ranjan Bash	Nihar Ranjan Bash Bibhu Ranjan Biswal.
25.	YRC, Magazine	Chandra Mohan Parida	
26.	Culture	Bibhu Ranjan Biswal, Sushree sangita Mohakud, Ranjita Biswal	Bibhu Ranjan Biswal.
27.	Mo College Abhijan	Manchhana Mohapatra, Sanjay ku. Senapati	Sanjay ku. Senapati. Manchhana Mohapatra
28.	Campus Decipline	Namita Behera, Ranjita Biswal, Nihar Ranjan Bash, Santa Sundar Acharya	Nihar Ranjan Bash


 Principal
 Kaptipada Degree College
 Kaptipada Degree College, Nuasahi

OFFICE OF THE PRINCIPAL

KAPTIPADA DEGREE COLLEGE, NUASAHI

Office Order No. 169/21

Date:- 27/7/21

It is for general information of all concerned that the different charges against Lecturer, Clerks & others. This order will be effective from

SL. NO.	CHARGES	NAME & DESIGNATION	REMARKS
1.	Finance, Account Bursar	Santa Sundar Acharya, Ratikanta Mahanty	Santa Sundar Acharya
2.	Administrative Bursar, UGC, RTI	Nihar Ranjan Bash	Nihar Ranjan Bash
3.	Establishment	Lambodar Barik, N. Satapathy	
4.	Academic Bursar	Bibhu Ranjan Biswal, Laxmikanta Giri	Bibhu Ranjan Biswal
5.	Examination	Sanjay ku. Senapati, Mamata Mahanty (Manchhana Mohapatra), Goura ch. Arukha, D-3/9/21 (Decharge)	Sanjay Ku. Senapati, Mamata Mahanty, Manchhana Mohapatra
6.	NAAC	Santa Sundar Acharya, Laxmikanta Giri	Santa Sundar Acharya
7.	IQAC	Nibarana Satapathy	Nibarana Satapathy
8.	Admission In charge	Nibarana Satapathy	Nibarana Satapathy
9.	NSS-Boy	Sanjay ku. Senapati	Sanjay Ku. Senapati
10.	NSS-Girl	Ranjita Biswal	
11.	Game, DSA	(G. Ganjali Sutar), Bhanumati Rout, Rakesh Ku. Pradhan, Manoranjan Das, Manchana Mohapatra 2.9.21 - new charge	Manchana Mohapatra 3.09.21
12.	Self Defense	Namita Behera	
13.	Women's Grievance Cell	Bhanumati Rout, Sushree sangita Mohakud, Smita Shree Singh	
14.	EPF	Purusottam Pani, Dr. Mamata Mahanty	
15.	SAMS In charge	Bibhu Ranjan Biswal	Bibhu Ranjan Biswal
16.	Laboratory & Computer	Rakesh Kumar Pradhan, Gyana ranjan Mishra	
17.	Purchasing Committee	Lambodar Barik, Nihar Ranjan Bash, Santa Sundar Acharya, Bibhu Ranjan Biswal, Sashidhar Jena	Nihar Ranjan Bash, Santa Sundar Acharya, Bibhu Ranjan Biswal
18.	Construction Committee	Lambodar Barik, Santa Sundar Acharya, Sanjay ku. Senapati, Mamata Mahanty, G.C. Arukha, Bibhu Ranjan Biswal, Manoranjan Das	Santa Sundar Acharya, Sanjay Ku. Senapati, Mamata Mahanty, Bibhu Ranjan Biswal
19.	Scouts	Gopal Chandra Pradhan	
20.	Hostel In charge(Boys)	Nihar Ranjan Bash	Nihar Ranjan Bash
21.	Hostel In charge(Girls)	Ranjita Biswal	
22.	AISHE Work	Amarendra Pattanayak	

23.	Scholarship
24.	NAAC Monitoring
25.	YRC, Magazine
26.	Culture
27.	Mo College Abhijan
28.	Campus Discipline



134/19

Non-Teaching

18.10.19

Sl No	Name & Designation	Charges	Remark
1	Exam & Finance	Ratikanta Mohanty, S. Mohakud, B B rout	
2	Establishment	S.D Jena, A. Mohanty B.B Rout, U.K Mallick	
3	Admission/SAAM Work/ Scholarship	G.C Arukha, S. Mohakud	
4	Attendance, Lesson plan, Lesson Diary	A. Mohanty, S. Mohakud	
5	Class room open closed, NSS, Staff common room	R.H Mohanty, S Hati, U.K Mallick	Sudhansu Sekhantak Upendra mubite
6	Class room seat arrangement	M.R Mohanty, C.R Mandal	Chittaranjan Mandal
7	Sound, electry supply, cultural DSA	M.R Mohanty, B.B Rout	
8	Class room, college compound fencing class room seat arrangement	N. Hati	
9	Girls commom room, DSA, Cultural	Jasaoda Bindhani	
10	Night watchmen	A. Sahu	

Debesa
Principal
18.10.19
Kaptipada Degree College
Nuasahi, Mayurbhanj



OFFICE OF THE PRINCIPAL

KAPTIPADA DEGREE COLLEGE, NUASAHI

Date:- 18.10.19

It is for general information of all concerned that the different charges against Lecturer, Clerks & others. This order will be effective from

SL. NO.	CHARGES	NAME & DESIGNATION	REMARKS
1.	Finance, Account Bursar	Santa Sundar Acharya	
2.	Administrative Bursar, UGC, RTI	Nihar Ranjan Bash	
3.	Establishment	Lambodar Barik	Lambodar Barik
4.	Academic Bursar	Mamata Mohanty, Bibhu Ranjan Biswal	Mamata Mohanty Bibhu Ranjan Biswal
5.	Examination	C M Parida, Mamata Mohanty, A Pattanayak	Chandra Mohan Parida Mamata Mohanty
6.	NAAC	Laxmikanta Giri	Laxmikanta Giri
7.	IQAC	Gopal Chandra Pradhan	
8.	Admission In charge	Nibarana Satapathy	Nibarana Satapathy
9.	NSS-Boy	Sanjay Senapati	Sanjay Kumar Senapati
10.	NSS-Girl	Ranjita Biswal	
11.	Game, Culture, DSA	Bhanumati Rout	Bhanumati Rout
12.	Self Defense	Manchana Mohapatra	Manchana Mohapatra
13.	Women's Grievance Cell	Bhanumati Rout	Bhanumati Rout
14.	EPF	Purusottam Pani	
15.	SAMS In charge	Rakesh Kumar Pradhan	
16.	Laboratory & Computer	Rakesh Kumar Pradhan	
17.	Purchasing Committee	Lambodar Barik, Nihar Ranjan Bash, Santa Sundar Acharya, Bibhu Ranjan Biswal, Sashidhar Jena	Lambodar Barik Nihar Ranjan Bash Bibhu Ranjan Biswal
18.	Construction Committee	Lambodar Barik, Nihar Ranjan Bash, Santa Sundar Acharya, Mamata Mohanty, G C Arukha	Lambodar Barik Nihar Ranjan Bash Mamata Mohanty
19.	Rovers Ranger	Sanjay Behera	
20.	Hostel In charge (Boys)	Nihar Ranjan Bash	Nihar Ranjan Bash
21.	Hostel In charge (Girls)	Ranjita Biswal	
22.	AISHE Work	A Pattanayak	
23.	Stipend	Sanjay Kumar Senapati	Sanjay Kumar Senapati
24.	NAAC Monitoring	Bibhu Ranjan Biswal, Gopal Chandra Pradhan, Nibarana Satapathy	
25.	YRC, Magazine	C M parida	Chandra Mohan Parida

Principal
18/10/19

Kaptipada Degree College



Sl No	Name
1	Exam &
2	Establi
3	Admis
4	Schola
5	Attent
6	Lesso
7	Class
8	NSS,
9	Class
10	arran
11	Soun
12	cultu
13	Clas
14	com
15	room
16	Girl
17	Cult
18	Nig

Date - 21/04/23

A meeting was held on principal chamber for the financial provision for the financial provision of the session 2023-24. Principal asked the financial members to discuss the financial income and expenditure of the last year. To this the financial members. Dr. Acharya discussed salary of the staff expenditure of the national seminar and other activities of the college. Principal also discussed about the increase seats from 128 to 286 only in Arts and 64 seats in science and commerce. She also informed to the staff as we had already faced the RDE inspection on date 8.5.23 for increasing seats in Arts. Hence principal and other staff present in the meeting decided not to increase admission and Re-admission was ended with vote of thanks.

Dee
Principal

Principal
Kaptipada Degree College
Nuasahi Mayurbhanj

- 1- Niharani Lafayath
- 2- Ganta Sunda Adm
- 3- Smita Shree Singh
- 4- Reetika Mahanty
- 5- Sachin Kumar Mahapatra
- 6- Sarvesh Kumar
- 7- Gour Chandra
- 8- Bhanumati Behera
- 9- Balabandha Rout
- 10- Sudhanu Sekhar Hatz
- 11- Manas Kouson Mahapatra
- 12- Mohan Ranjan Bish
- 13- Gyanswaraj Mishra
- 14- Lambodar Barik



Non-Teaching

Sl No	Name & Designation	Charges	Remark
1	Exam & Finance	Ratikanta Mohanty, S. Mohakud, B.B Rout	Ratikanta Mohanty S. Mohakud.
2	Establishment	S.D Jena(Asst. Lib), A. Mohanty B.B Rout, U.K Mallick	Tependra B.B Rout G.C Arukha S. Mohakud.
3	Admission/SAAM Work/ Scholarship	G.C Arukha, S.Mohakud	S. Mohakud.
4	Attendance, Lesson plan, Lesson Diary	A. Mohanty, S.Mohakud	Sachhababu Sekhan Tepeda M. Mohanty
5	Class room open closed, NSS, Staff common room	R.H Mohanty, S Hati, U. Mallick	M. Mohanty
6	Class room seat arrangement	M.R Mohanty, C.R Mandal	N. Hati
7	Sound ,electry supply, cultural DSA	G.C Arukha, M.R Mohanty, B.B Rout	G.C Arukha B.B Rout
8	Class room , college compound fencing class room seat arrangement	N. Hati	N. Hati
9	Girls commom room ,DSA, Cultural	Jasaoda Bindhani	
10	Night watchmen	A. Sahu	
11	Library	U. Mallick(Lib.Attd)	Tependra Mallick

Debraj
Principal
Kapitipeda Degree College
Nuasahi, Mayurbhanj

GOVERNMENT OF ODISHA
HIGHER EDUCATION DEPARTMENT



No. HE-GIA 1-POLICY-0007-2020- 11590 /HE Dated: 16th March, 2024

ORDER

Sub: Service Benefits for Block Grant employees-reg.

Under provision contained under sub-section 1 of Section 10 (C) of Odisha Education Act, 1969 and introduction of block grant system in lieu of Direct Payment System vide Grant-in-Aid Order, 2004 and subsequent Grant-in-Aid Orders i.e., Grant-in-Aid Order, 2008; Grant-in-Aid Order, 2009; Grant-in-Aid Order, 2009 (for Shastri & Upashastri colleges) and Grant-in-Aid Order, 2014, a separate category of aided educational institutions and a class of block grant employees have been formed.

The employees who were in receipt of grant-in-aid before the commencement of Odisha Education (Amendment) Act, 1994 and who received grant-in-aid as per provisions under Grant-in-Aid Order, 1994 are stated to be covered under the direct payment system.

The Aided Educational Institutions notified under Block Grant orders are not at par with the Aided Educational Institutions notified before the commencement of the Odisha Education (Amendment) Act, 1994 and the institutions notified under Grant-in-Aid Order, 1994.

The employees who receive grant-in-aid under Grant-in-Aid Order, 2004; Grant-in-Aid Order, 2008; Grant-in-Aid Order, 2009; Grant-in-Aid Order, 2009 (for Shastri & Upashastri colleges) and Grant-in-Aid Order, 2014 are block grant employees.

Therefore, after careful consideration, Government have been pleased to allow the following service benefits to the block grant employees who are governed under different Block Grant Orders issued from time to time.

(I) LEAVE BENEFITS TO BLOCK GRANT EMPLOYEES

The following leaves are allowed to the Block Grant employees:

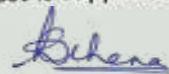
Casual Leave:

- (i) A block grant employee shall be eligible for 15 (Fifteen) days casual leave in a calendar year for domestic and private affairs.
- (ii) Holidays or Sundays falling between the period of casual leave or prefixing or suffixing casual leave shall not be counted as part of casual leave.
- (iii) Casual leave cannot be carried over to the next calendar year.
- (iv) An employee on casual leave shall not be treated as absent from duty and his/her pay shall not be intermitted on this account.

Maternity Leave:

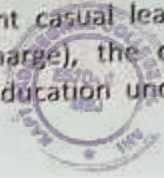
(i) Maternity leave on full pay shall be granted to a female block grant employee with less than two surviving children for a period not exceeding 180 days from the date of its commencement.

(ii) Maternity leave shall be granted only if the request is supported by a medical certificate from the Authorized Medical Practitioner.


Principal
Kaptipada Degree College,
Nuasahi, Mayurbhanj

Authority competent to grant leave:

The Principal / Principal-in-Charge are competent to grant casual leave to the employees concerned. In case of the Principal/Principal (in Charge), the competent authority to grant leave is the concerned Regional Director of Education under whose jurisdiction the college comes.



(II) PLACEMENT BENEFIT SCHEME

As a part of career progression, placement benefit will be available to the Lecturers of Non-Government Aided Colleges on completion of 16 years of service from the date of receiving block grant (irrespective of quantum of block grant) to the next higher scale of pay (Grade Pay of Rs. 5400). The scheme envisages merely placement in the next higher pay scale to the block grant employee purely on personal basis and shall, therefore, have no relevance to his/her seniority position.

Applicability:

The following category of Lecturers are eligible for placement:

- i) Lecturers approved under Grant in Aid Order, 2004;
- ii) Lecturers approved under Grant-in-Aid Order, 2008;
- iii) Lecturers approved under Grant-in-Aid Order, 2009;
- iv) Lecturers approved under Grant-in-Aid Order, 2009 (for Shastri & Upa Shastri colleges) and
- v) Lecturers approved under Grant-in-Aid Order, 2014

[The detail guidelines for availing of this benefit will be issued separately].

(III) Besides, the following benefits have been extended to the Block Grant employees.

(c) One time Cessation benefit has been extended to the Teaching and Non-teaching employees governed under different Grant-in-Aid orders in the shape of Block Grant vide Higher Education Department Order No. **10707/HE** dated **13.03.2024**.

(d) Enhanced ex-gratia @ Rs. 5.00 lakhs who dies while in service and @ Rs. 3.50 lakhs in case of permanent incapacitation has also been extended to the Block Grant employees vide Higher Education Department Resolution No. **10654/HE** dated **13.03.2024**.

(IV) **DISCIPLINARY AUTHORITY**

The Managing Committee or the Governing Body, as the case may be, shall be the disciplinary authority for taking disciplinary action against any block grant employee other than the Principal/Principal (In Charge). If no action has been taken by the Managing Committee or the Governing Body within two months of receipt of allegation/complaint, then the concerned Regional Director of Education will take appropriate disciplinary action. The concerned Regional Director of Education is the disciplinary authority in respect of Principal/Principal (In Charge).

By order of the Governor

Commissioner-cum-Secretary to Government

Principal
Kapurda Degree College,
Nuasahi Mayurbhari



03 5-719
No. 13559

/, Dated 05th July 2019
HE-PTC-MISC-0004-2015

From: Bhubaneswar

Saswat Mishra, IAS
Commissioner-cum-Secretary to Government

To

The Principals (All Government Colleges)
The Principals (All Non-Government Aided Colleges)

Sub: 7 Hours Duty for College Teachers and 75% Attendance for College Students

Madam/Sir,

In order to improve teaching-learning outcome in Government and Aided non-Government colleges of the state, it is hereby ordered that:

1. All teachers posted in Government colleges and Aided non-Government colleges of the State (irrespective of their actual designation), including the Principal, shall henceforth perform duty for at least 7 hours on every working day. (This stipulation, however, shall not be applicable to Guest Faculties as they are paid remuneration as per number of classes they teach). In addition to normal teaching related works, teachers are required to devote time for library, research, taking extra classes for late entrants, taking corrective classes for needy students, monitoring students attendance, assisting the college authority in teaching and non-teaching assignments, etc.

2. College students have to attend at least 75% of available classes failing which they shall not be allowed to appear in end-term examination. Student attendance must be monitored on monthly basis and parents of students not attending 75% of classes must be contacted over phone/SMS/postcard, etc.

Guidelines/instructions issued in the past by this Department or its Directorate/Regional Directorates in this regard are hereby superseded.

This is for information of all concerned for its strict compliance. Deviation will be viewed very seriously.

Yours faithfully

05.07.2019
Commissioner-cum-Secretary to Government

Principal
Kaptipada Degree College
Nuasahi Mayurbhanj

2447
5/7/19



Memo No. 13560 Dated. 5.7.19

Copy forwarded to P.S to Hon'ble Minister, Higher Education for kind information of Hon'ble Minister, Higher Education Department.

Commissioner-cum-Secretary to Government

Memo No. 13561 Dated. 5.7.19

Copy forwarded to Director of Higher Education for information and necessary action.

Commissioner-cum-Secretary to Government

Memo No. 13562 Dated. 5.7.19

Copy forwarded to the Regional Directors, Bhubaneswar/ Berhampur/Sambalpur/Balasore/Jaypore for information and necessary action. This must be circulated to all Government and non-Government Aided Colleges immediately.

Commissioner-cum-Secretary to Government

Memo No. 13563 Dated. 5.7.19

Copy forwarded to the Registrars of all State Universities for information and necessary action.

Commissioner-cum-Secretary to Government

REGIONAL DIRECTORATE OF EDUCATION, RAJABAGICHA, BALASORE

Tel-06782-263839, E-mail: rdebls2018@gmail.com

Memo No: 4065 /RDE, BALASORE/ Date: 05-07-19

Copy forwarded to the Principals of all Govt. / Non-Govt. Aided Degree Colleges including Autonomous Colleges & Sanskrit Colleges under the jurisdictions of RDE, Balasore for information and immediate action.

Regional Director of Education
Balasore

Principal
Kaptipada Degree College
Nuasahi Mayurbhanj



OFFICE OF THE REGIONAL DIRECTOR OF EDUCATION, BALASORE

Tel-06782-296939, E-mail : rdebls2018@gmail.com

Letter No: 1715 /RDE, BLS//Date: 18/06/2024

To

The Principals of
All Government Degree /Autonomous/College of Teacher Education/
Non-Govt. Aided & Un-Aided Degree Colleges under RDE, Balasore.

Sub: Opening of main gate of the college in all working days-regarding.

Sir/Madam,

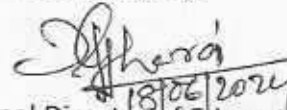
With reference to the subject cited above, I am to say that on re-opening of the college after summer vacation on dtd.18.06.2024 you are requested to ensure the following strictly-

1. The main gate of the college shall be opened before half an hour from the scheduled time and half an hour after the closing time in all working days.
2. Adequate drinking water facility shall be provided to the students.
3. Maintenance of bio-matric attendance of the staff of the college strictly.
4. All precautionary measures must be taken to prevent the heat wave.

This is for your information and necessary action.

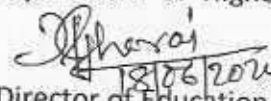
This is **most urgent**.

Yours faithfully,

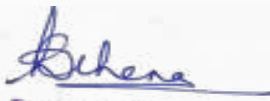

18/06/2024
Regional Director of Education
Balasore

Memo No 1716 /RDE,BLS/Date. 18/06/2024

Copy submitted to the Additional Secretary to Government, Department of Higher Education, Odisha for kind information and necessary action


18/06/2024
Regional Director of Education
Balasore

etc

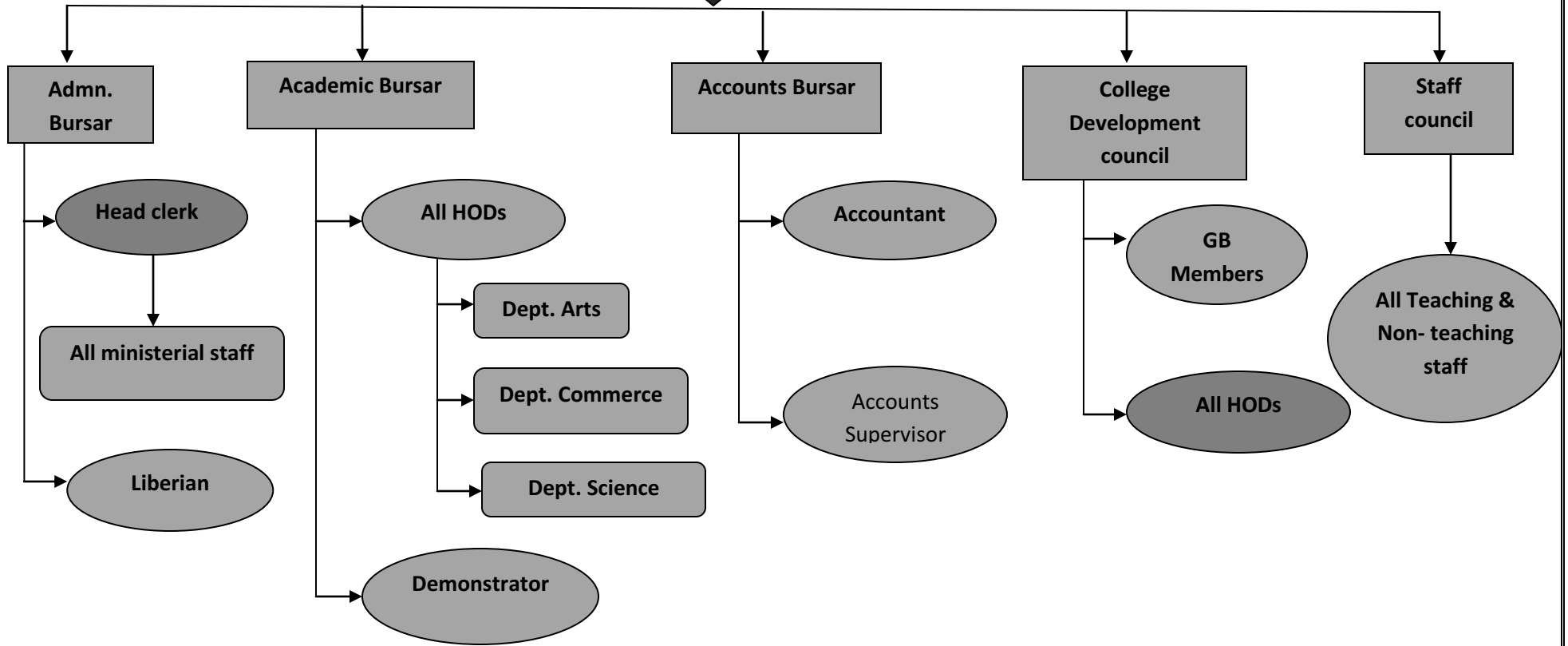

Principal
Kaptipada Degree College
Nuasahi Mayurbhani

ORGANOGRAM



GB PRESIDENT

PRINCIPAL cum SECRETERY



Bilasa
Principal
Kapildada Degree College
Nuasahi, Mayurbhanj